



Woburn Retirement System
City Hall – Second Floor
10 Common Street
Woburn, Massachusetts 01801-4139
Phone (781) 897-5820 Fax (781) 897-5824

Appointed Fifth Member Woburn Retirement Board

The Woburn Retirement Board is seeking applicants for the position of Fifth Member of the Woburn Retirement Board. The Fifth Member, together with the other four members of the Board, acts as a Fiduciary of the Woburn Retirement System and is involved in the administration of the 1,200 member system. The Board meets one day a month, usually in the morning of the last Tuesday of each month and at other times as needed. Monthly meetings generally last from 2-4 hours. All board meetings are held at Woburn City Hall.

The Fifth Member is also required to complete 18 hours of educational sessions during his or her three year term. As required by the Commonwealth of Massachusetts Financial Disclosure Law, retirement board members must file an annual Statement of Financial Interests with the State. In addition, the Fifth Member must learn and become proficient in state retirement law plus local board policies and procedures. Travel to local meetings and trainings may also be necessary.

Applicants for the Fifth Member position cannot be an employee, a retiree, or official of the City of Woburn or one of its governmental units. The Fifth Member position currently pays a monthly stipend. If you are interested in applying for the Fifth Member of the Woburn Retirement Board position, please send a letter of interest and/or a resume to Maureen Marcucci, Retirement Administrator, Woburn Retirement Board, City Hall, 10 Common Street, Woburn, MA 01801 which must be received by this office by 4:30 pm. on November 14, 2017. Email submissions will not be accepted.